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Board of Trustees of the Louisville Public Library
Board Meeting Minutes
April 17, 2023
6:00 PM

Board of Trustee members present:

Michelle Biery, Brian Kandel,
Bill Jeffries, Courtney Aljancic

Board of Trustee members absent:

Angie Burick, Cindy Petitti,
Becky Kiko

Staff members present:

Brock Hutchison, Director
Deborah Long, Assistant Director
Migdalia Soza, Fiscal Officer

1. The meeting was called to order at 6:00 p.m. by Michelle Biery.
2. Public Participation – None
3. Additions/corrections to the Agenda / Correspondence to the Board of Trustees
 - a. Acceptance Best Value Resolution
4. Motion to approve the items on the Consent Agenda:
 - a. Approval of the Minutes:
 - i. March 20, 2023 Regular Board Meeting Minutes
 - ii. April 4, 2023 Special Board Meeting Minutes
 - b. Acceptance of Gifts, Honoraria, Reimbursements and Claims

Jeffrey Kishman	50.00	21 st Century Fund
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 - c. Acceptance of the Staff Continuing Education Report

Migdalia Soza

3/3 Stark County Schools COG - Plan Source Training

Marsha Elkins

3/8 OLC- UAN Library Training-Detailed Expenditure Codes

Brock Hutchison

3/6 – Stark County Leadership – SARTA Visit

3/9 – Stark County Leadership

All Staff

Phishing and Cybersecurity Training from Shawn

Andi Edwards

3/14 - Energizing Storytime with Children

3/14 - Intellectual Freedom

Patron Services Staff

Niche Academy – Placing Holds

d. Acceptance of the Personnel Changes

None

e. Disposal of Inventory

None

f. Acceptance of the Monthly Statistical Report – March 2023

R41-2023 Mr. Jeffries moved/Mr. Kandel seconded a motion to accept the consent agenda as presented.

ROLL CALL:

AYES: Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

5. Report of the Fiscal Officer

a. Financial Report

The Financial Statements for all the funds for the month of March (Appendix A) and the Payment Listing (Appendix B) have been distributed to the Board.

b. Chart of Accounts

Added:

Revenue Account - LSTA SRP Grant

Appropriation Account – LSTA SRP Grant

- c. Transfers from Contingency
To LSTA Grant \$1,633

- d. Then and Now PO

Any Then & Now PO for \$3,000 or more must have a resolution adopted by the board approving the PO within 30 days. Please approve the following PO.

Bricker & Eckler \$11,575 Professional Services

R42-2023 Mr. Kandel moved/Mr. Jeffries seconded a motion to approve a Then & Now PO for \$11,575.

ROLL CALL:

AYES: Bill Jeffries, Brian Kandel, Courtney Aljancic, Michelle Biery

NAYS: None

Motion carried with all voting in the affirmative.

6. Old Business

- a. Construction Manager at Risk Procurement

The selection team short-listed and interviewed: Fred Olivieri Construction Company, Hammond Construction and Beaver Constructors on Thursday, April 6.

The team reconvened on Friday, April 14 and determined the following best value ranking:

1. Fred Olivieri Construction Company
2. Hammond Construction
3. Beaver Constructors

Bricker and Eckler (Library's construction counsel) is drafting a resolution for the Board to consider, which will be presented at the Board Meeting.

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R43-2023

At the April 17, 2023 meeting of the Louisville Public Library Board of Trustees, Mr. Jeffries introduced the following resolution and moved its passage:

RESOLUTION NO. 43-2023
ACCEPTING BEST-VALUE RECOMMENDATION AND
AUTHORIZING NEGOTIATION & EXECUTION OF
CONSTRUCTION MANAGER AT RISK AGREEMENT

Rationale:

1. The Louisville Public Library Board of Trustees (the "Board") is planning to undertake a construction project to build a new main library building (the "Project").
2. The Board previously determined that it is in the best interest of the Library to use the construction manager at risk ("CMR") delivery model for the Project.
3. The Board previously approved Caplea Studio Architects ("CSA") for design professional services for the Project.
4. Pursuant to the statutory process required to procure a CMR the Library Director formed an Evaluation Committee and served as the Selection Coordinator per Ohio Administrative Code 153:1-6-03 and consistent with the criteria set forth in Ohio Administrative Code 153:1-6-01, the Evaluation Committee advertised and issued a Request for Qualifications for the Project, shortlisted the three most-qualified CMR firms, and issued a Request for Proposals ("RFP") to the shortlisted firms.
5. Pursuant to the RFP, the Evaluation Committee waived certain irregularities in the submittals, evaluated the three pricing proposals received, interviewed the firms that submitted proposals, ranked the short-listed firms to determine the best value, based upon criteria consistent with Ohio Administrative Code 153:1-6-01, and recommends to the Board that Fred Olivieri Construction Company is the firm providing the best value with Hammond Construction, Inc. and Beaver Constructors, Inc. ranked second and third, respectively.
6. The best-value firm's proposed fee for the preconstruction services for the Project is \$11,700.00 and a guaranteed maximum price for construction of the Project, consistent with the best value firm's price proposal, is anticipated to be negotiated and added to the agreement by amendment at the time the construction documents and the preconstruction services are sufficiently complete.

7. The Evaluation Committee recommends approval of the construction manager at risk agreement in substantially the form attached to the Library's RFP dated March 15, 2023, subject to negotiation by the Library Director and Fiscal Officer with legal counsel, and if negotiations fail, after informing Fred Olivieri Construction Company in writing of the termination of negotiations, authorization to enter into negotiations with the next-ranked firm per Ohio Revised Code 9.334.
8. The Board wishes to accept the CMR procurement, best-value ranking, and recommendation of the Evaluation Committee and authorize the Library Director and Fiscal Officer to negotiate and execute the CMR agreement in substantially the form attached to the Library's RFP, with the understanding that a guaranteed maximum price for construction of the Project is anticipated to be negotiated, authorized by a separate resolution, and added to the CMR agreement by amendment.

The Louisville Public Library Board of Trustees resolves as follows:

1. That the Board accepts the CMR procurement, ranking, and recommendation of the Evaluation Committee and selects Fred Olivieri Construction Company as the CMR firm determined to provide the best value for the Project.
2. That the Board authorizes the Library Director and Fiscal Officer to negotiate the CMR agreement (with the Library's legal counsel) and execute the CMR agreement with Fred Olivieri Construction Company along with any related documents. Such CMR agreement will be in substantially the same form as was attached to the Library's Request for Proposals dated March 15, 2023 and will include preconstruction services for the amount of \$11,700.00. It is understood that a guaranteed maximum price for the Project, consistent with the selected firm's price proposal, is anticipated to be negotiated, authorized by a separate resolution, and added to the CMR agreement by amendment.
3. That if the Library Director determines that negotiations with Fred Olivieri Construction Company have failed, the Board authorizes the Library Director or his designee (with the Library's legal counsel) to inform Fred Olivieri Construction Company in writing of the termination of negotiations and to enter into negotiations with the next-ranked firm.
4. That the Board authorizes the work to proceed immediately upon execution of the CMR agreement.

Ms. Aljancic seconded the motion and, after discussion, a roll call vote was taken and the resolution passed.

AYES: 4 NAYS: 0

b. Architect Procurement

Per resolution R40-2023, Director Hutchison has signed the contract with Caplea Studio Architects. The Schematic Design Phase is underway and is to be completed by June 3, 2023. Remaining services within Schematic Design are:

1. Preliminary evaluation and discussion with Owner and Construction Manager regarding approaches to design and construction.
2. Prepare and present, for Owner approval, a preliminary design illustrating the scale and relationship of the Project components.
3. Prepare Schematic Design documents for Construction Manager's review and Owner approval. These may include site plan, preliminary building plans, study models and sketches.
4. Consider building material choices and building orientation.

c. Property Transfers

Final deeds and legal descriptions have been drawn up by the Stark County Prosecutor's Office (Library's legal counsel) and signed by the Library.

The Library's lease at Metzger Park will begin 60 days from March 7, 2023.

d. Presentation To Stark Community Foundation

Director Hutchison, President Biery and Scott Savage (Arbor Hill Consulting) presenting to the Stark Community Foundation on April 4. The presentation requested \$350,000 and we were told to expect an answer by the end of April.

7. New Business – None

8. Report of the Library Director

a. MY CALENDAR OF EVENTS

March 3 – Landscape Focus Group Meeting
March 6 – Leadership Stark County – SARTA Visit
March 6 – Louisville City Council
March 7 – New Library Presentation to YMCA Staff
March 7 – Meeting with Bricker and Eckler
March 8 – Meeting with Ray Hexamer, Stark Economic Development Board President
March 9 – Stark County Leadership
March 10 – Friends of the Library Meeting
March 13 – Meeting with Arbor Hill Consulting

b. Fundraising Update

The Library has currently raised \$115,550, which includes material gifts, in-kind donations and pledges.

The last few months have focused heavily on the Stark Community Foundation, but we are now in full swing working with Arbor Hill Consulting.

Below is a list of grants and foundations that we have submitted to and the amounts requested:

1. Stark Community Foundation - \$350,000
2. Wilkof Foundation - \$3,500
3. Tractor Supply Company - \$50,000
4. Ingalls Foundation - \$20,000

We are constantly prospecting for new grant and funding opportunities. Below is a list of opportunities for which we plan to apply:

1. Reinberger Foundation
2. Henry and Louise Timken Foundation
3. Herbert W. Hoover Foundation
4. Fred F. Silk Charitable Foundation via Stark Community Foundation
5. Key Bank Foundation
6. Nationwide Foundation
7. Ada and Helen Rank Charitable Trust
8. Albert and Edith Flowers Charitable Trust
9. Helen McInnes Advised Charitable via Stark Community Foundation

The fundraising campaign is still in the Quiet Phase. We expect the Public Phase to kick off in May/June.

9. Adjournment

R44-2023 Mr. Jeffries moved that we adjourn the meeting at 6:47 p.m. All agreed.

Respectfully submitted,

Michelle Biery, President
Louisville Public Library Board of Trustees

Brian Kandel, Secretary
Louisville Public Library Board of Trustees